



Animal and Plant Health Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

APHIS eFile

Guidance for Requesting an Animal Care (AC) Live Dog Import Permit





Version 3.0
April 2021

WELCOME!

USDA APHIS Animal Care (AC) has an online system to request Live Dog import permits.

This user guide will take you through the process of creating and submitting a request for a permit, responding to the AC Live Dog Imports team's requests for clarification, and accessing your issued permit.

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I AM AN APPLICANT

I want a Permit to Import a Live Dog into the United States.



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Step 1: Sign into APHIS eFile

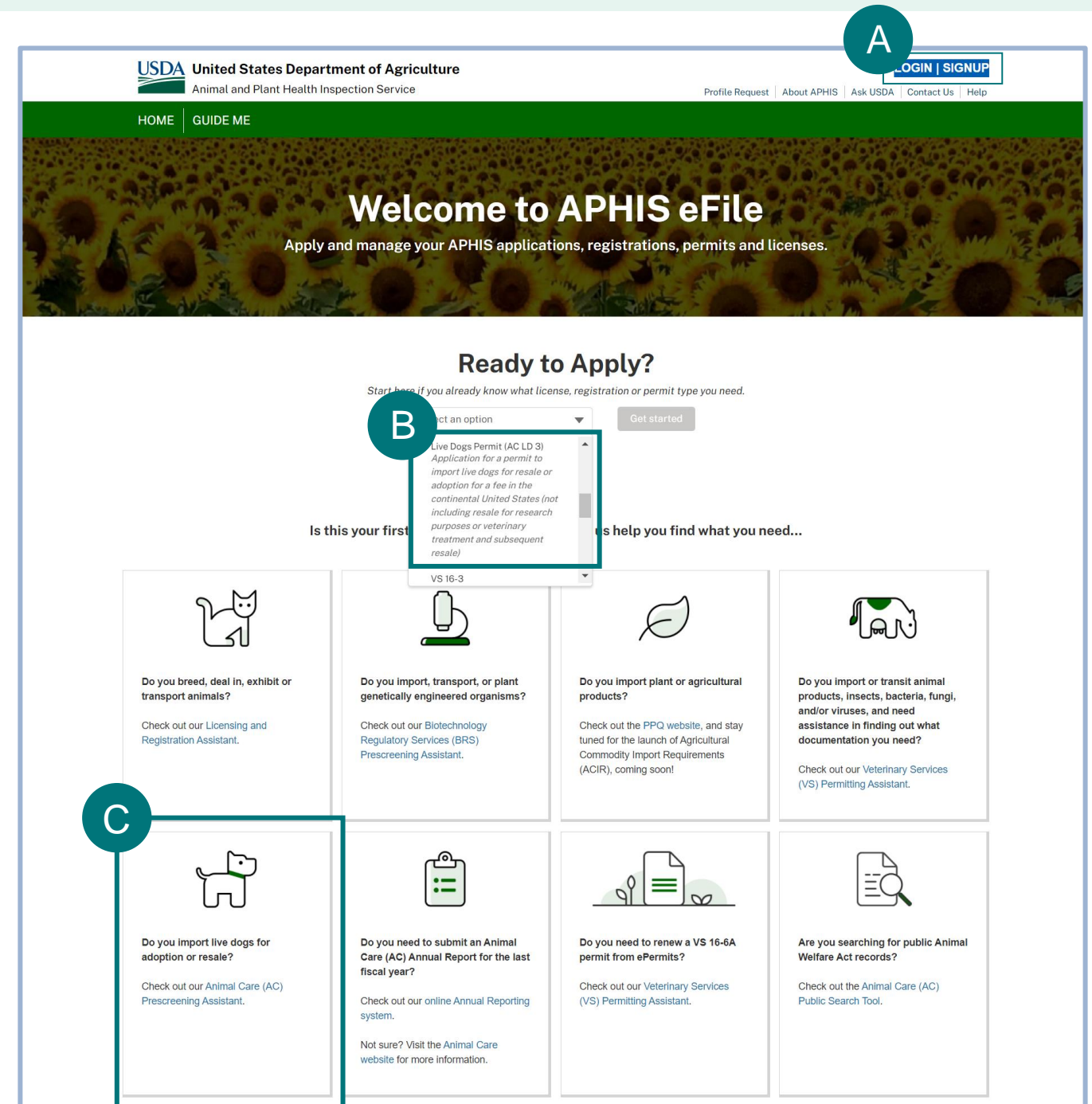
Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome** (APHIS eFile is not supported by Internet Explorer).

A **Log in** to APHIS eFile using your eAuthentication credentials.

- If you do not already have an eAuthentication Account, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in APHIS eFile.**
- If your eAuthentication is not **Verified**, you will be prompted with various questions to upgrade your eAuth (Example question: What is your Social Security number?). **Complete these questions in order to proceed.**

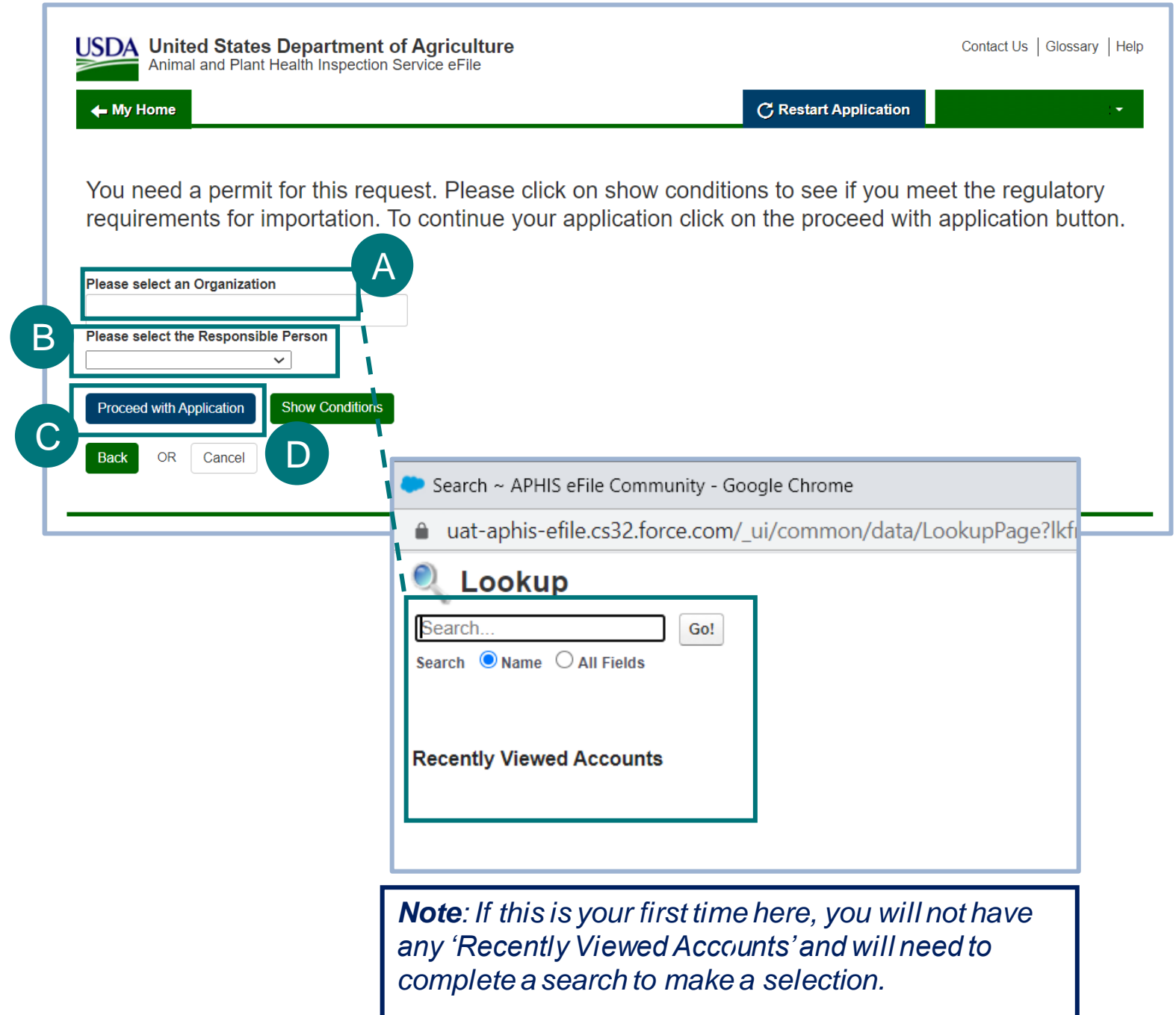
B Under the Ready to Apply section, choose the **Live Dogs Permit** application and then select **Get Started**.

C You can also use the **Live Dog Information Card** to begin the application process.



Step 2: Complete the Animal Care (AC) Permitting Assistant

- A** Select the box under “**Please select an Organization**”
- Your Organization (previously called Account) is a name that you provided when you signed into APHIS eFile the first time, and for most people is their ‘First Name Last Name Account’ (e.g., Joe Smith Account). For others, it may be the name of the company they work for, (e.g., JS Rescues).
 - Search for your name or organization and select it.
- B** Select **Responsible Person** to locate then select your name.
- C** With your "Organization" and "Responsible Party" selected, click the **Proceed to Application** button to begin the application process.
- D** **Show Conditions** will take you to a conditions list that presents a baseline requirement to bring Live Dogs into the United States based on the type of permit.



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← My Home Restart Application

You need a permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue your application click on the proceed with application button.

Please select an Organization

Please select the Responsible Person

Proceed with Application Show Conditions

Back OR Cancel

Search ~ APHIS eFile Community - Google Chrome

uat-aphis-efile.cs32.force.com/_ui/common/data/LookupPage?lkf

Lookup

Search... Go!

Search ☒ Name ☐ All Fields

Recently Viewed Accounts

Note: If this is your first time here, you will not have any ‘Recently Viewed Accounts’ and will need to complete a search to make a selection.

Step 2: Complete the Animal Care (AC) Permitting Assistant (cont'd)

After completing the Animal Care (AC) Permitting Assistant, you will be able to view the questions and outcomes you provided and decide if you will need to go back and change your answers.

View ☒

#	Question	Answer
1	Select one of the options below to begin the first phase of the application process.	Import
2	What are you importing?	Live Animals, Embryos, Semen and Cloning Tissue
3	What are you importing?	Dogs
4	Please select the Country of Origin	Argentina
5	Please select the US state/province of destination	Arizona (AZ)
6	Is the dog being imported for either resale for research purposes or for veterinary treatment and subsequent resale or donation or fee-based adoption?	No
7	Is the dog imported for resale or adoption for a fee?	Yes
8	Will the dog be 6 months or older by the date of arrival?	Yes
9	You need a permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue your application click on the proceed with application button.	

Step 3: Enter Animal Transportation Information

Complete the Animal Transportation Information section of your application.

- A **Port of Entry** and **Port of Export** will display in a pop-up search window. Use these to search for and select a port.
- B Select **Save**, then **Next** to proceed to the next section, **Importer/Exporter/Delivery Recipient**.

***Note:** Required fields are noted with a red asterisk.
Responses to these fields are required before you may proceed.*

A

Lookup

Search...

Go!

Search

☒ Name

☐ All Fields

Recently Viewed Facilities

Facilities [1]

Name	Type
Virgin Atlantic Cargo, LAX, CA	Domestic Port

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Start New ...

Leslie Knope

Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000077826

Decision Type: Standard Permit

Introduction Type: Import

Line Item Number: LN-0000090469

Line Item Status: Saved

Animal Transportation

Please enter your transportation information. If you select "Air" you will also be required to provide your flight number.

Animal Transportation Information

Airline or Land Transport Company ?

British Airways

Mode of Transport ? *

Air

Airline Flight Number ? *

1234

Proposed date of arrival ? *

3/31/2021

Port of Export (Required) ?

Fort-De-France [Le Lamentin]

Transporter if Not Listed ?

Port of Entry ? *

Virgin Atlantic Cargo, LAX, CA

Departure Date ? *

3/12/2021

Departure Time ? *

01:00

Arrival Time ? *

03:15

My Port is not listed☐

Save

Cancel

Next

Step 4: Enter Importer, Exporter, and Delivery Recipient Information

Complete the Importer/Exporter and Delivery Recipient section of your application.

***Note:** At least **one** Importer, Exporter, and Delivery Recipient must be added to the application.*

- A Select the **Add Importer/Exporter/Recipient** button to begin adding, then **Next**.
- B Select the Record Type drop-down, and select **Importer** then **Continue**.

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Start New ...

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Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000074868

Line Item Number: LN-0000087833

Decision Type: Standard Permit

Line Item Status: Saved

Introduction Type: Import

Importer/Exporter/Delivery Recipient

At least one Importer, one Exporter, and one Delivery Recipient must be added to an application.

A

Add Importer/Exporter/Recipient

First Name	Last Name	Record Type	Organization Name	City	State/Province	Country	Status	Applicant Instructions	Actions
No entries have been added to this section, select 'Add Importer/Exporter/Recipient' to add an entry.									

Back

Next

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Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000077826

Line Item Number: LN-0000090469

Decision Type: Standard Permit

Line Item Status: Saved

Introduction Type: Import

Select Record Type

B

Record Type

--Select--

--Select--

Importer

Delivery Recipient

Exporter

Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

There are 3 options to enter in data for the Importer/Exporter/Delivery Recipient.

- A The **Populate Applicant Information** button copies your contact information into the fields.

Note: *If you are the Importer and are completing this application, use this option to copy your information automatically.*

- B Enter the contact information **manually**.
Doing this option will not save the information for future applications, it will only be applied to the current application.

The screenshot shows a web form titled "Importer". At the top, there are two green buttons: "Populate Applicant Information" (highlighted with a green box and callout A) and "Use Existing or Create a Contact". Below these buttons, the form is divided into two sections. The first section, labeled "First Name *" and "Last Name *" with red asterisks, contains input fields for "First Name", "Last Name", "Organization Name", "Email Address", "Phone", and "Alternate Phone". The second section, labeled "Address Information", contains input fields for "Street Address *" (with a red asterisk), "City *" (with a red asterisk), "Postal Code *" (with a red asterisk), "Country *" (with a red asterisk, showing "United States of America"), "State/Province *" (with a red asterisk, showing "Click lookup icon..."), and "County". At the bottom of the form, there are four buttons: "Save" (blue), "Cancel" (white), "Back" (green), and "Next" (green). Callout B points to the "Address Information" section.

Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

C The **Use Existing or Create a Contact** button allows you to use a contact that you've used in the past or create a new contact that you'd like to save for future use.

- 1** If you've used other contacts in eFile before, you can search for them here
- 2** **New Associated Contact** tab is an option if you do not have any Associated Contacts but would like to add some for future use.

Fill-in required information, when complete select **Save** and **Close**.

***Note:** Required fields have a red bar*

Importer

Populate Applicant Information

First Name *

Last Name *

Organization Name

Email Address

Phone

Alternate Phone

C

Use Existing or Create a Contact

1

Contact Search

Search

New Associated Contact

Enter contact name:

Search

Clear Contact

Name

Email Address

Phone Number

Close

2

Contact Search

Search

New Associated Contact

Contact Information

First Name

Email Address

Last Name

Phone

Business Name

Fax

Address Information

Street

Country

City

State/ Province

Zip/Postal Code

County

Save

Close

11

Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

The **Importer** and **Delivery Recipient** must be within the **United States**. The **Exporter** cannot have an address within the **United States**.

Note: Repeat steps for **Exporter** and **Delivery Recipient**. (see pages 9-11)

A When complete, select the **Next** button to proceed to the next step, **Animal Information**.

Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000074884

Decision Type: Standard Permit

Introduction Type: Import

Line Item Number: LN-0000087849

Line Item Status: Saved

Importer/Exporter/Delivery Recipient

At least one Importer, one Exporter, and one Delivery Recipient must be added to an application.

Add Importer/Exporter/Recipient

First Name	Last Name	Record Type	Organization Name	City	State/Province	Country	Status	Applicant Instructions	Actions
Leslie	Knope	Delivery Recipient	Parks and Rec	Boston	Connecticut (CT)	United States of America	<div>Draft</div>		<div></div> <div></div>
Jim	Long	Exporter		Paris		France	<div>Draft</div>		<div></div> <div></div>
Leslie	Knope	Importer	Parks and Rec	Boston	Connecticut (CT)	United States of America	<div>Draft</div>		<div></div> <div></div>

A

Back

Next

Select the “edit” icon to make changes. Use “trashcan” icon to delete

Step 5: Enter Animal Information

In the **Animal Information** section, you can enter as many dogs as you intend to import.

- A Select the **Add a Dog** button to begin the process.
- B In the **Animal Details** section enter in all required information.
- C Select **Save**.
- D After saving this dog's information, the **Upload Documents** button will become available

Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000074868

Decision Type: Standard Permit

Introduction Type: Import

Line Item Number: LN-0000087833

Line Item Status: Saved

Animal Information

Please enter all dogs that will be included in this application by using the "Add" button.

Dog Name	Breed	Color	Age	Sex	Status	Applicant Instructions	Actions
No entries have been added to this section, select 'Add a Dog' to add an entry.							

Back

Next

Animal Information

You must click Save to enable document uploads.

Animal Details

Dog Name

Date Of Birth *

Color *

Breed *

Sex *

--None--

Tattoo Number

Breed Description and Other Information

Microchip Number

Save

Upload Document

Return to List of Dogs

Back

Next

Save

Upload Document

Return to List of Dogs

Step 6: Upload Additional Documents

- A** Selecting the **Upload Documents** button will open a new browser tab
- B** Select the **Select a file** button to upload documents.
- C** Select **Document Type** drop down to display a list of options to upload for the Dog you are importing:
 - **Health Certificate** – Separate file, select appropriate document type for the file you upload.
 - **Rabies Certificate** – Separate file, select appropriate document type for the file you upload.
 - **Health & Rabies Certificate** – Meaning both are in one file, select this document type.
 - **Optional:** Any additional documents that you provide unrelated to the two required documents.

Note: It is required for each Dog added to an application, to have a Health and Rabies Certificate uploaded.

Save Upload Document Return to List of Dogs

RAIN-000003240

NAME	DESCRIPTION	MODIFIED ↓		1 ITEM
ICP.png	Health Certificate & Rabies Vaccination Certificate	2/1/2021 1:59 PM		

Back Next

Uploading: Live Dogs Upload

1 Complete Form & Attach Documents

Complete the form, then attach documents using the area below. When you're ready, click Save to submit the form and upload your attachments.

Drag and drop here

Select a file

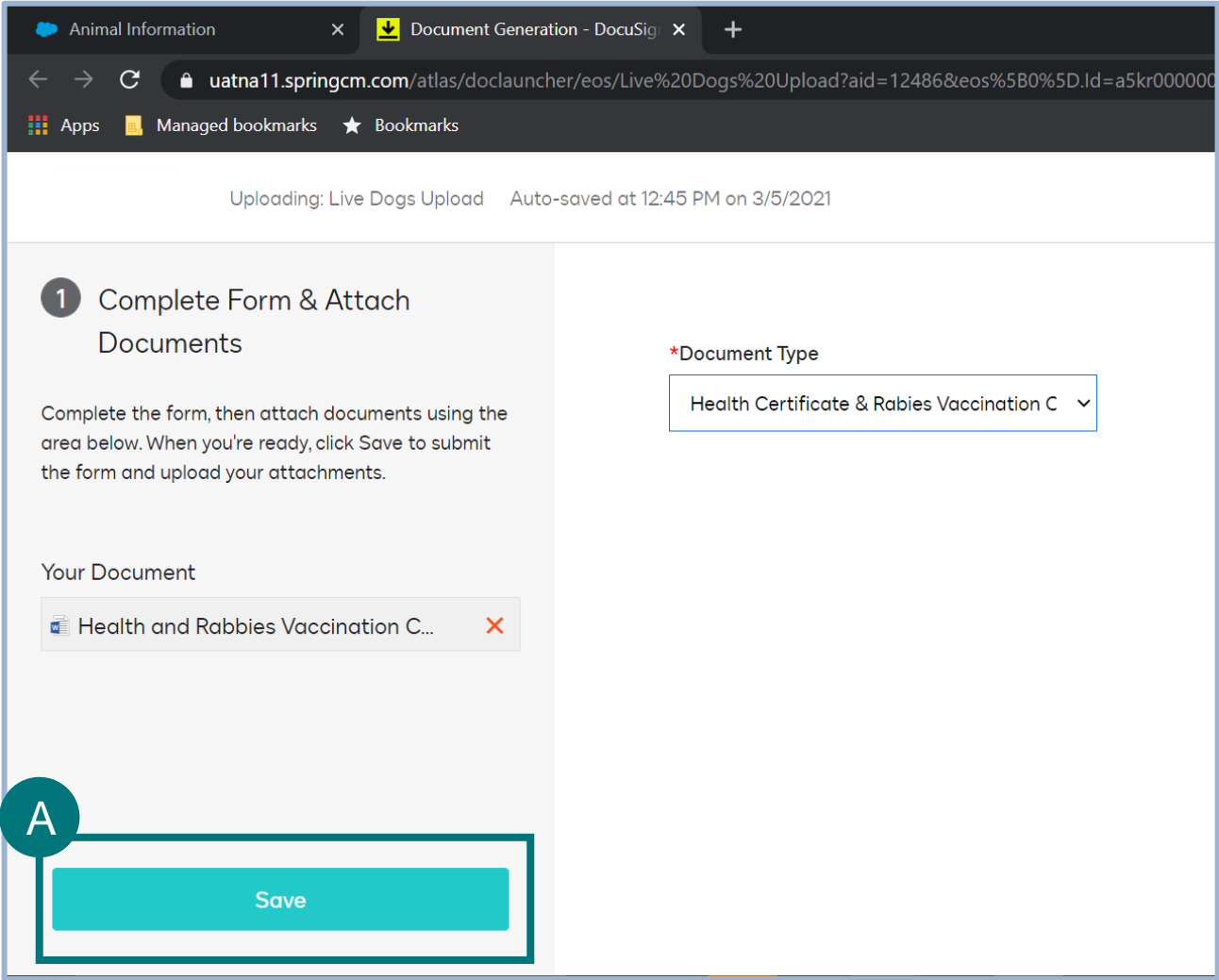
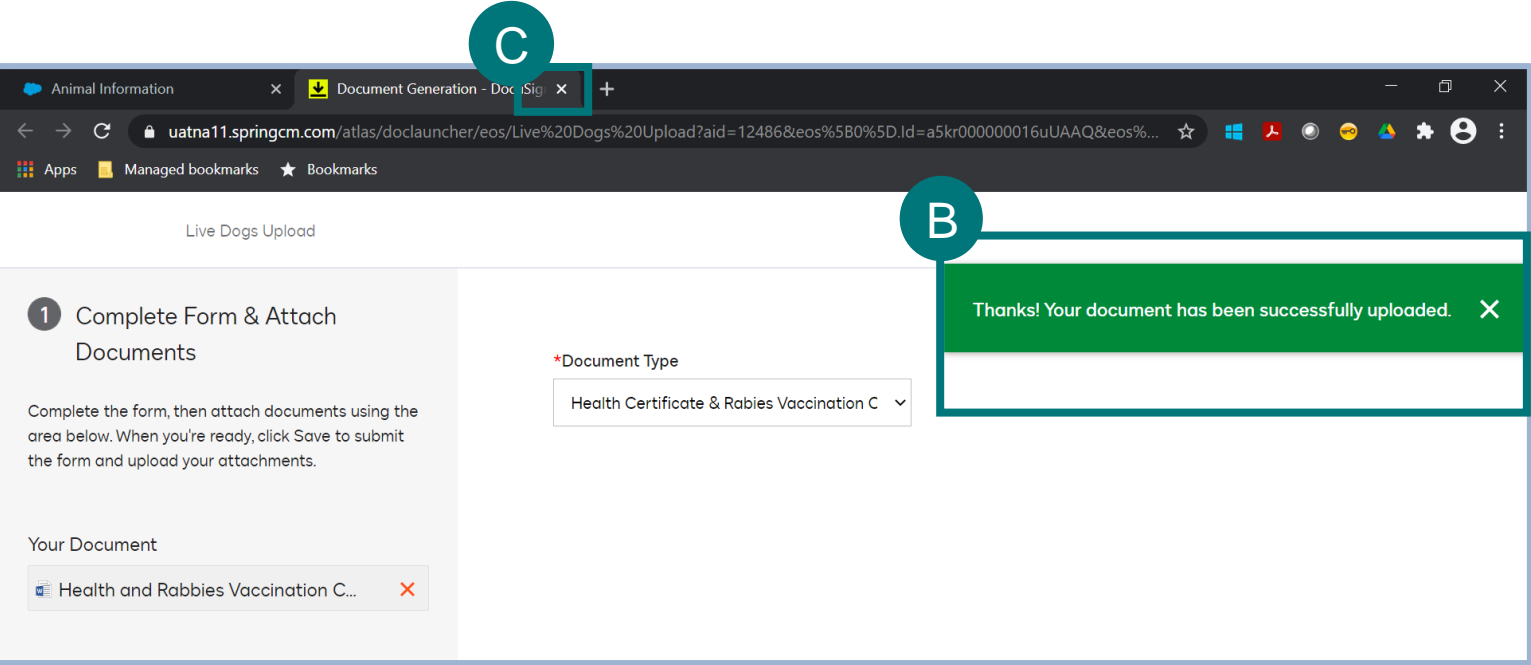
*Document Type

- Health Certificate
- Rabies Vaccination Certificate
- Health Certificate & Rabies Vaccination Certificate
- Optional

Step 6: Upload Additional Documents (cont'd)

- A Choose the file from your desktop that corresponds to the Document Type you've chosen. After you have uploaded your document, select **Save**.
- B A 'Thanks!' message will be appear demonstrating that the upload has been completed.
- C Close that browser tab.

Note: Your browser tab may also automatically close on its own.



Step 6: Upload Additional Documents (cont'd)

- A After uploading documents, the section will appear to be 'blank'. Select the **yellow rotation icon**, left of the 'RAINF- 00000'.
- B This refresh button will then display the documents uploaded for confirmation of success.
- C Select the **Return to List of Dogs** button to add additional dogs, then repeat steps 5 and 6. **Refer to slides 13-16*
- D If you are finished adding your dogs, select **Next** to proceed to Review Line Items.


The image displays two screenshots of a web application interface, illustrating the steps for uploading additional documents.

Screenshot 1 (Left): Shows a 'blank' state after uploading documents. A yellow rotation icon is highlighted by 'A'. The interface includes a search bar with 'NAME' and 'No Items' below it. A table header shows 'DESCRIPTION', 'MODIFIED ↓', and '0 ITEMS'. A 'Refresh' button (upward arrow) is visible. At the bottom, there are 'Back' and 'Next' buttons.

Screenshot 2 (Right): Shows the document list after upload. The 'Return to List of Dogs' button is highlighted by 'C'. The document list shows one item: 'Health and Rabbits Vaccination Certificate.docx' with a description 'Health Certificate & Rabies Vaccination Certificate' and a modified date of '3/17/2021 12:05 PM'. At the bottom, the 'Next' button is highlighted by 'D'.

Step 7: Review Line Items

- A Check the Line-Item Review box to ensure all necessary actions are completed before submitting your application, then return to each section of the application that it tells you to make an update.

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Leslie Knope ▾

Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000074906
Line Item Number: LN-0000087869

Decision Type: Standard Permit
Line Item Status: Saved

Introduction Type: Import

A

Line Item Review

Please complete necessary actions before continuing to application submission.

1. At least one Importer, one Exporter, and one Delivery Recipient must be added to an application.

Note: A message will display for any information that is missing that is required to provide prior to submitting the application

Step 7: Review Line Items (cont'd)

- A

Once complete, the Line-Item review page will display “Line item is ready to submit” at the top of the page.
- B

Select **Continue**

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Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000074906

Decision Type: Standard Permit

Introduction Type: Import

Line Item Number: LN-0000087869

Line Item Status: Ready to Submit

A

Line Item Review

Line item is ready to submit.

Animal Transportation

Airline or Land Transport Company

British Airways

Port of Entry

Virgin Atlantic Cargo, LAX, CA

Departure Date

2/9/2021

Departure Time

04:00

Port of Export (Required)

Fort-De-France [Le Lamentin]

Transporter If Not Listed

Mode of Transport

Air

Airline Flight Number

1234

Proposed date of arrival

2/28/2021

Arrival Time

12:45

My Port is not listed

☐

Port If Not Listed

Importer/Exporter/Delivery

First Name	Last Name	Record Type	Organization Name	City	State/Province	Country	Status
Leslie	Knope	Importer	Parks and Rec	Boston	Connecticut (CT)	United States of America	Draft
Leslie	Knope	Delivery Recipient	Parks and Rec	Boston	Connecticut (CT)	United States of America	Draft
Joseph	Johnson	Exporter		Santa Monica		France	Draft

Animal Information

Search

Dog ID	Dog Name	Breed	Color	Age	Sex	Status
RAINF-000003245		French Bulldog	grey	0 Y 0 M	Male	Draft

Show: 5 First Last Previous Next 1-1 of 1 Go to List

Documents

LN-0000087869

NAME	DESCRIPTION	MODIFIED	1/ITEM
RAINF-000003245		2/3/2021 1:45 PM	

B

Continue

Step 8: Submit Application

The **Application Detail** page is another summary page to review all information before submitting for approval.

- A If you would like to return to your application, select the **Line-Item Record Number (LN-0000...)** located under the Name column.
- B Agree to the statement by selecting the **“I Certify”** checkbox
- C Select **Submit for Approval**.

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Start New ...

Leslie Knope

Information

Once you've finished entering the required information for all the Line Items you wish to import, select the "Submit for Approval" button to submit your application for processing.

A

Name	Regulated Article	Status	Action
LN-0000087869	Dogs	Ready to Submit	Item Details Delete

Authorizations

Name	Auth Type	Status
------	-----------	--------

Application Details

Application Number:

A-0000074906

Application Type:

New

Application Name:

Leslie Knope

Application Email:

jaida.brooks@accenturefederal.com

Application Phone:

(432) 345-4321

Application Fax:

Organization:

Parks and Rec

Shared With:

Parks and Rec

Status:

Open

Withdrawn By:

Withdrawn Date/Time:

Applicant Address:

64 test dr, Boston, Alaska, 34112, United States

U.S. Address:

United States

Created By:

Leslie Knope

Created Date:

02/03/2021

Last Modified By:

Leslie Knope

Last Modified Date:

02/03/2021

B






☒

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

C

Submit for Approval

I want to access and respond to the AC Live Dog team's feedback on my application.

-  **Step 1:** Checking Status & Resubmission of Applications
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-  **Step 2:** Select Item Details
Page 22
-  **Step 3:** View and Take Action
Page 23
-  **Step 4:** Review Line Items
Page 24
-  **Step 5:** Resubmit Application
Page 25

Step 1: Checking Status & Resubmission of Applications

Your application is now **Submitted**, and you want to be able to track its status or address Applicant Action Required changes from an email you received.

- A Select the **Applicant Action Required** button to easily access the application needing updates.
- B Search for your application.
- C Select the **View Details** button on the application.

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LESUE KN...

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Welcome to APHIS eFile
Apply and manage your APHIS applications, registrations, permits and licenses.

Ready to Apply?
Start here if you already know what license, registration or permit type you need.

Select an option

Get started

Your Activity

Applicant Action Required
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Draft
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View All Activity

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My Activity

Filter

Filters Applied (2) [Clear All](#)

Activity Type

☐ Applications (5)
☐ Authorizations (2)
☐ Letters (0)
☐ Permits (0)

Status

☐ Acknowledged (0)
☒ Applicant Action Required / Waiting on Customer (7)
☐ Approved (0)
☐ Draft / Open (0)
☐ Expired - Importer (0)
☐ In Review (0)
☐ Issued (0)
☐ Pending APHIS Review (0)
☐ Pending Processing Fee (0)

Search your activity

Showing 7 of 226 items

Sort by

Select an option

Ref#: A-0000077777 | Program: AC

View Details

Applicant
Leslie Knope

Regulated Article
Dogs

Started
03/02/2021

Status
Waiting on Customer

Ref#: A-0000074861 | Program: AC

View Details

Applicant
Leslie Knope

Regulated Article
Dogs

Started
02/01/2021

Status
Waiting on Customer

Ref#: A-0000074432 | Program: AC

View Details

Step 2: Select Item Details

You land on the **Application Details** page, and the Line-Item status is **Waiting on Customer**.

- A Select the **Authorization Number (Auth-0000...)** to view what changes need to be made to your application.
- B Locate the **Action** column and select **Item Details**.
- C Select the **Line Item Review** section to view where the Animal Care team has provided **Applicant Instructions**.

Application Line Items

Name	Regulated Article	Status	Action
LN-0000087827	Dogs	✔ Waiting on Customer	Item Details Withdraw

Authorizations

Name	Auth Type	Status
AUTH - 0000054550	Permit	Waiting on Customer

Application Details

Application Number: A-0000074861
Application Type: New
Application Name: Leslie Knope
Application Email: jaida.brooks@accenturefederal.com
Application Phone: (432) 345-4321
Application Fax:
Organization: Parks and Rec
Shared With: Parks and Rec
Status: Waiting on Customer
Withdrawn By:
Withdrawn Date/Time:
Applicant Address: 64 test dr, Boston, Alaska, 34112, United States
U.S. Address: United States
Created By: Leslie Knope
Created Date: 02/01/2021

Line Items

Show 5 entries

Name	Regulated Article	Status	Action
LN-0000087827	Dogs	Waiting on Customer	Item Details

Authorization Detail

Decision Type: Permit
Decision Status: Waiting on Customer
Application Number: A-0000074861
Authorization Number:

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+ Start New ...

Leslie Knope

Animal Information

Line Item Review

Introduction Type: Import

d to provide your flight number.

Step 3: View and Take Action

- A

Under **Action Required**, review overall application instructions.

 - Updates for these notes are made on the Animal Information section of the application
- B

Under **Importer/Exporter/Delivery**, note where the status is “Waiting on Customer.”

 - Detailed instructions are on the **Importer/Exporter/Delivery** section of the application for each record type (e.g., Importer).
- C

Under **Animal Information**, note which dogs have the status “Waiting on Customer.”

 - Detailed instructions are on the **Animal Information** section of the application for each dog (e.g., Dog ID).
- Having noted where the Animal Care team has requested updates:

D

For **Action Required**, navigate to Animal Transportation and make updates.

E

For **Importer/Exporter/Delivery** and **Animal Information**, navigate to each section, select each record to review instructions and make updates.

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Applicati

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Start New ...

USDAeFile Appli...

Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000189033

Line Item Number: LN-0000191601

Decision Type: Standard Permit

Line Item Status: Waiting on Customer

Introduction Type: Import

Line Item Review

Action Required

item details example

Animal Transportation

Airline or Land Transport Company

Transporter if Not Listed

Mode of Transport

Importer/Exporter/Delivery

First Name	Last Name	Record Type	Organization Name	City	State/Province	Country	Status
USDAeFile	Applicant3	Exporter	USDAeFile Applicant3 Account	Fairfax		Italy	Submitted
USDAeFile	Applicant3	Delivery Recipient	USDAeFile Applicant3 Account	Fairfax	Virginia (VA)	United States of America	Submitted
USDAeFile	Applicant3	Importer	USDAeFile Applicant3 Account	Fairfax	Virginia (VA)	United States of America	Waiting on Customer

Animal Information

Search

Dog ID	Dog Name	Breed	Color	Age	Sex	Status
RAINF-000005380	Dog 16	Lagotto Romagnolo	Red	0 Y 11 M	Male	Review Complete
RAINF-000005379	Dog 15	Retriever (Golden)	Black	0 Y 11 M	Female	Waiting on Customer
RAINF-000005378	Dog 14	Rottweiler	Brown	1 Y 1 M	Female	Review Complete
RAINF-000005377	Dog 13	Retriever (Golden)	Brown	0 Y 8 M	Male	Waiting on Customer
RAINF-000005376	Dog 12	Lagotto Romagnolo	Brown	1 Y 3 M	Male	Review Complete

Documents

LN-0000191601

NAME

DESCRIPTION

MODIFIED

16 ITEMS

RAINF-000005380

4/9/2021 3:35 PM

RAINF-000005379

4/9/2021 3:34 PM

23

Step 4: Review Line Items

- A

Once you addressed all comments, review all Line-Item changes for completeness, and adherence to requirements from the Line-Item Review page.
- B

Select **Continue**

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Start New ...

Leslie Knope

Animal Transportation

Importer/Exporter/Recipient

Animal Information

Line Item Review

Application Number: A-0000074447

Line Item Number: LN-0000087509

Decision Type: Standard Permit

Line Item Status: Waiting on Customer

Introduction Type: Import

Line Item Review

Action Required

No action required

A

Animal Transportation

Airline or Land Transport Company

Aer Lingus

Port of Entry

Philadelphia International Airport

Departure Date

12/4/2020

Departure Time

03:00

Port of Export (Required)

Cardiff, Wales

Transporter if Not Listed

Mode of Transport

Air

Airline Flight Number

68776

Proposed date of arrival

1/27/2021

Arrival Time

04:15

My Port is not listed

☐

Port If Not Listed

Importer/Exporter/Delivery

First Name	Last Name	Record Type	Organization Name	City	State/Province	Country	Status
Leslie	Knope	Importer	Parks and Rec	Boston	Connecticut (CT)	United States of America	Draft
Leslie	Knope	Delivery Recipient	Parks and Rec	Boston	Connecticut (CT)	United States of America	Draft
Joseph	Johnson	Exporter		Santa Monica		France	Draft

Animal Information

Search

Dog ID	Dog Name	Breed	Color	Age	Sex	Status
RAINF-000003245		French Bulldog	grey	0 Y 0 M	Male	Draft

Show: 5

First

Last

Previous

Next

1-1 of 1 [Go to List](#)

Documents

LN-0000087869

NAME	DESCRIPTION	MODIFIED		1 ITEM
RAINF-000003245		2/3/2021 1:45 PM		

B

Continue

Step 5: Resubmit Application

The **Application Detail** page is another summary page to review all information before submitting for approval.

- A Scroll down on the Application Details page
- B Agree to the statement by selecting the “**I Certify**” checkbox
- C Select **Submit for Approval**. Your application will be resubmitted for approval.

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Leslie Knope

Information

Once you've finished entering the required information for all the Line Items you wish to import, select the "Submit for Approval" button to submit your application for processing.

A

Application Line Items

Name	Regulated Article	Status	Action
LN-0000087869	Dogs	Ready to Submit	Item Details Delete

Authorizations

Name	Auth Type	Status
------	-----------	--------

B

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

C

Submit for Approval

Application Details

Application Number:

A-0000074906

Application Type:

New

Application Name:

Leslie Knope

Application Email:

jaida.brooks@accenturefederal.com

Application Phone:

(432) 345-4321

Application Fax:

Organization:

Parks and Rec

Shared With:

Parks and Rec

Status:

Open

Withdrawn By:

Withdrawn Date/Time:

Applicant Address:

64 test dr, Boston, Alaska, 34112, United States

U.S. Address:

United States

Created By:

Leslie Knope

Created Date:

02/03/2021

Last Modified By:

Leslie Knope

Last Modified Date:

02/03/2021

I AM AN APPLICANT

I want to access my permit to import live dogs.



Option 1: Access your Issued Permit from Email

Page 27

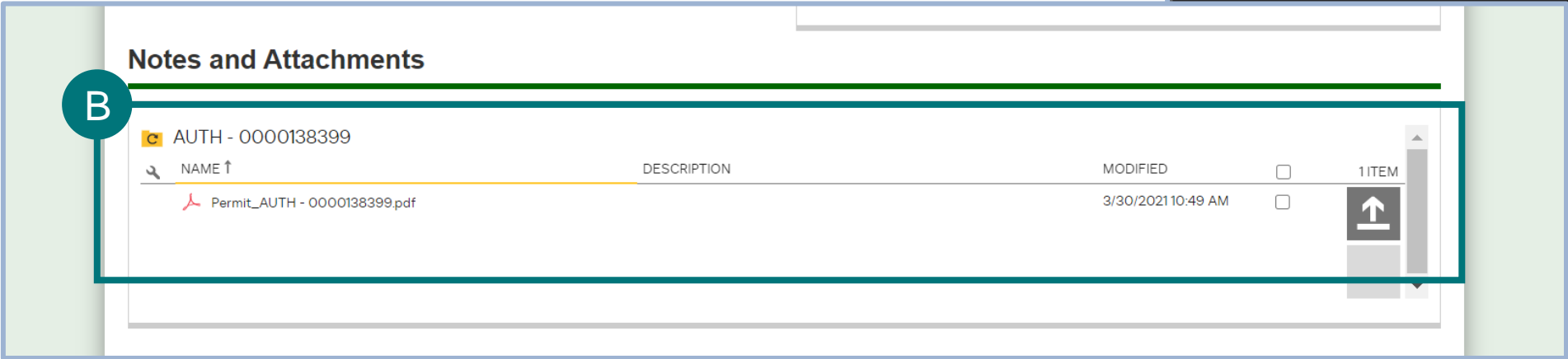
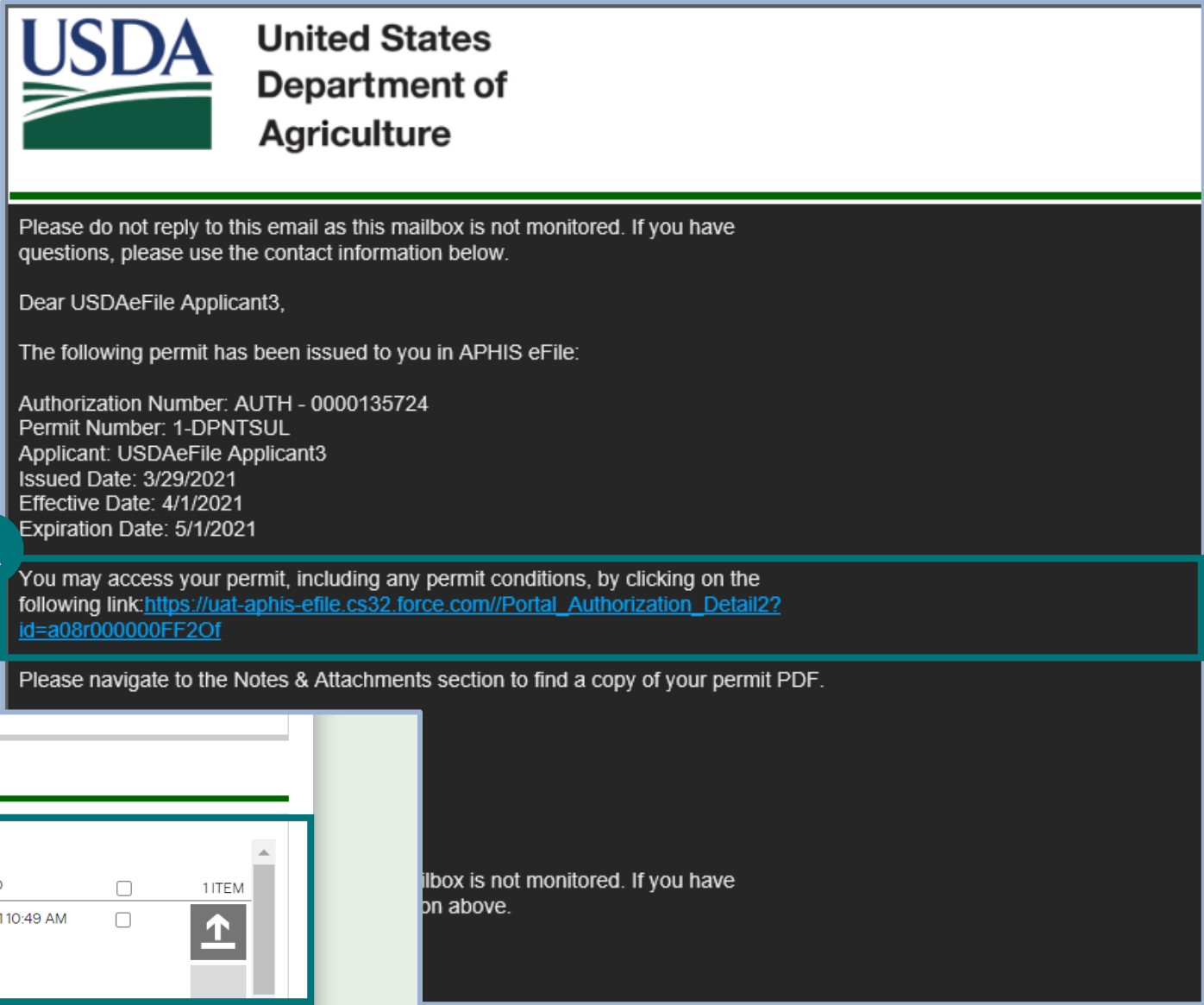


Option 2: Search for and Access your Issued Permit

Pages 28-29

Option 1: Access your Issued Permit from Email

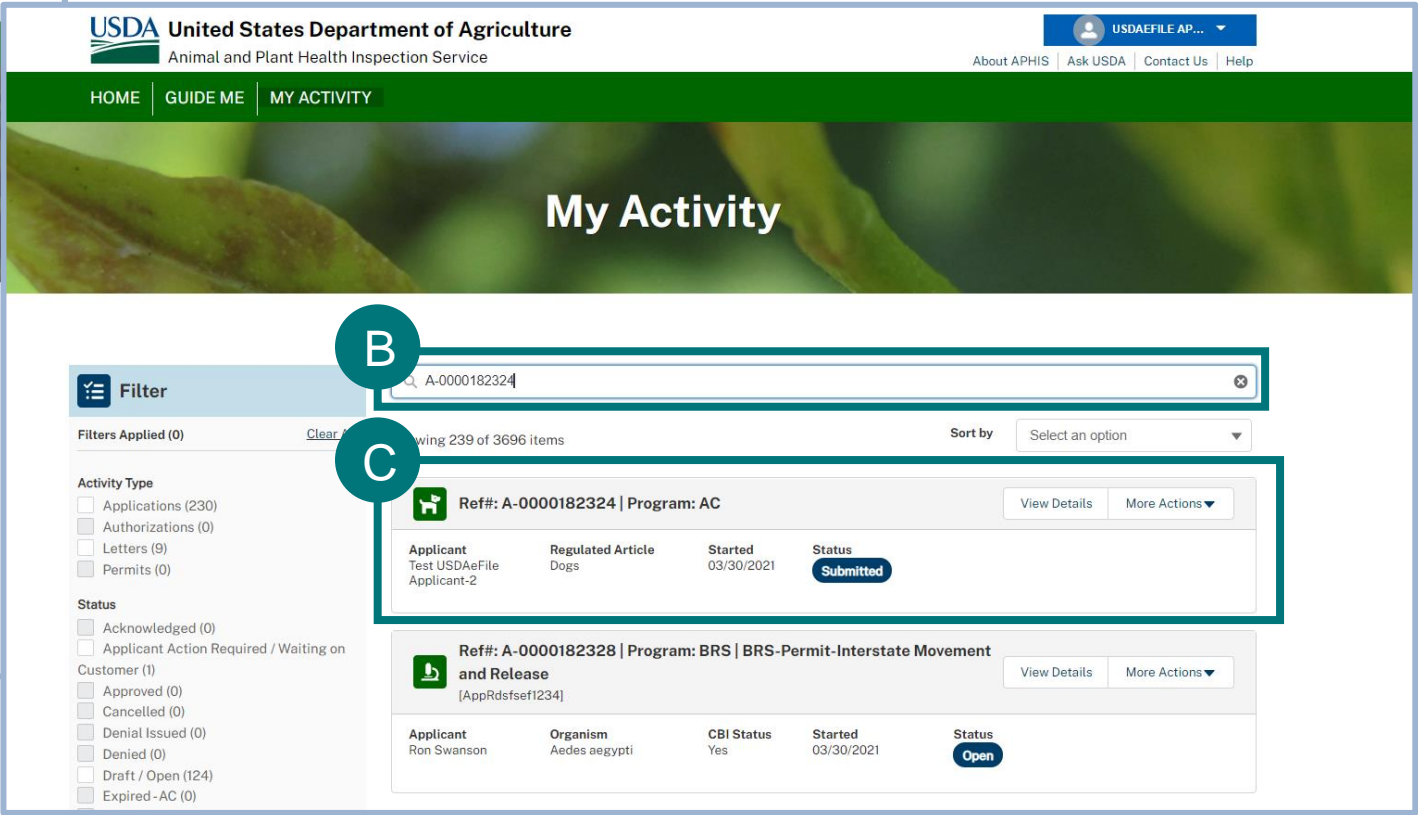
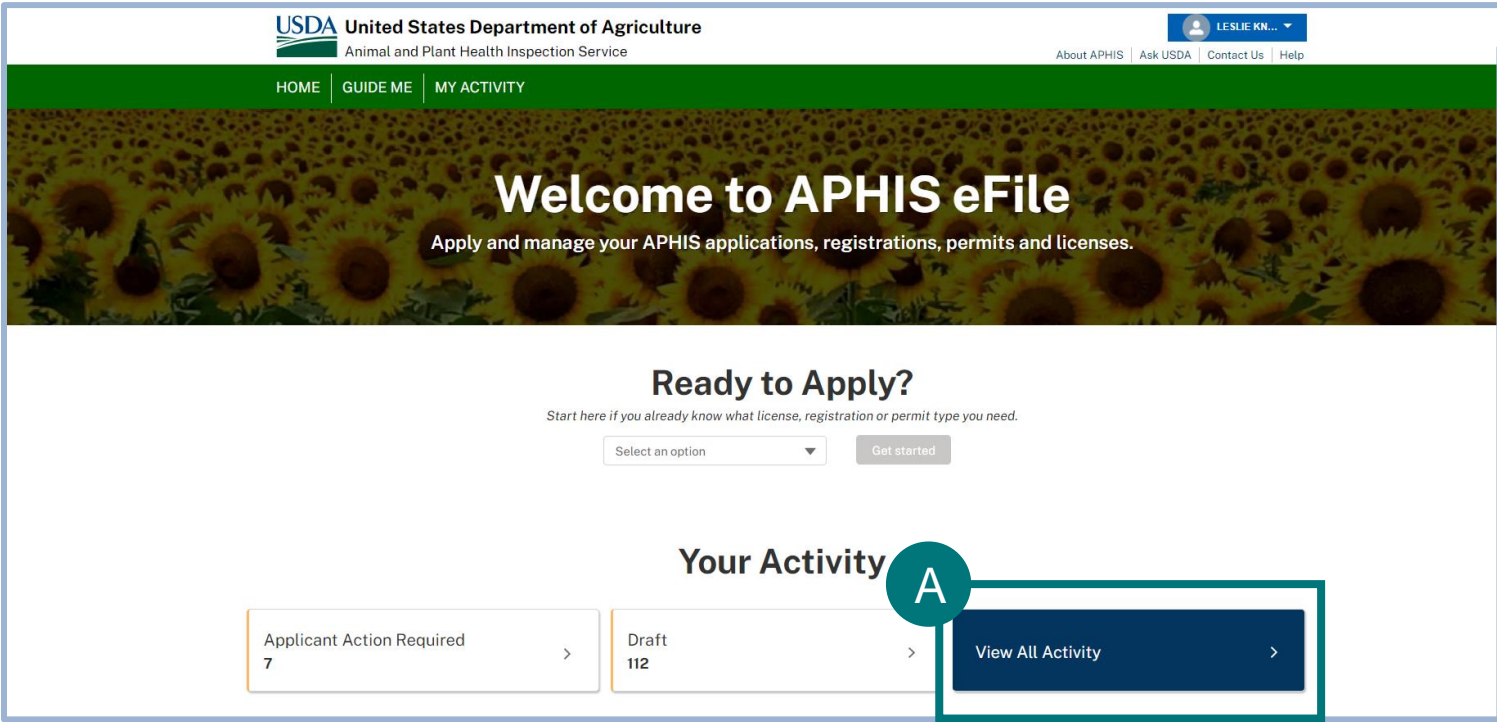
- A Once you receive an email that your permit has been Issued, you can locate your issued permit by selecting the **link** from the email.
- B After logging in with your eAuth account this will take you directly to your **Application Details** page, where you will find your issued permit within the **Notes and Attachments** section.



Option 2: Search for and Access your Issued Permit

You can also access your Issued permit by using the My Activity page or View All Activity button from your APHIS eFile homepage.

- A Select **View All Activity**
- B Search for your Application
- C Select **View Details** from your Application card



Option 2: Search for and Access your Issued Permit (cont'd)

You are now on the **Application Details** page, and the Line-Item status is **Submitted**.

- D** Select the **Authorization Number (Auth-0000...)** to find your issued permit.
- E** Locate your Issued permit within the **Notes and Attachments** section.

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USDAeFile Appli...

Application Line Items

Name	Regulated Article	Status	Action
LN-0000185482	Dogs	Submitted	Item Details Withdraw

Authorizations

Name	Auth Type	Status
AUTH - 0000138399	Permit	Issued

Application Details

Application Number:

A-0000182324

Application Type:

New

Application Name:

Test USDAeFile Applicant-2

Application Email:

tara.marostica@usda.gov

Application Phone:

3235551114

Application Fax:

Organization:

Leslie Knope Account LLC

Shared With:

self

Status:

Submitted

Withdrawn By:

Withdrawn Date/Time:

Applicant Address:

330 Lurgan, SOUTH SAN FRANCISCO, California, 94080, United States

U.S. Address:

United States

Created By:

USDAeFile Applicant-2

Created Date:

03/30/2021

Last Modified By:

Last Modified Date:

03/30/2021

Clone Application

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USDAeFile Appli...

Line Items

Show 5 entries

Search

Name	Regulated Article	Status	Action
LN-0000185482	Dogs	Submitted	Item Details

Showing 1 to 1 of 1 entries

Previous 1 Next

Authorization Detail

Decision Type

Permit

Decision Status

Issued

Permit Number

3-H3WSNOA

Application Number

A-0000182324

Authorization Number

AUTH - 0000138399

Authorization Type

Animal Care (AC)

Issued Date

03/30/2021

Expiration Date

09/04/2021

Applicant Information

Applicant Name

Test USDAeFile Applicant-2

Organization

Applicant Fax

Applicant Email

donotuse@email.com

Applicant Phone

3235551114

Notes and Attachments

AUTH - 0000138399

NAME ↑

DESCRIPTION

MODIFIED


1 ITEM

Permit_AUTH - 0000138399.pdf

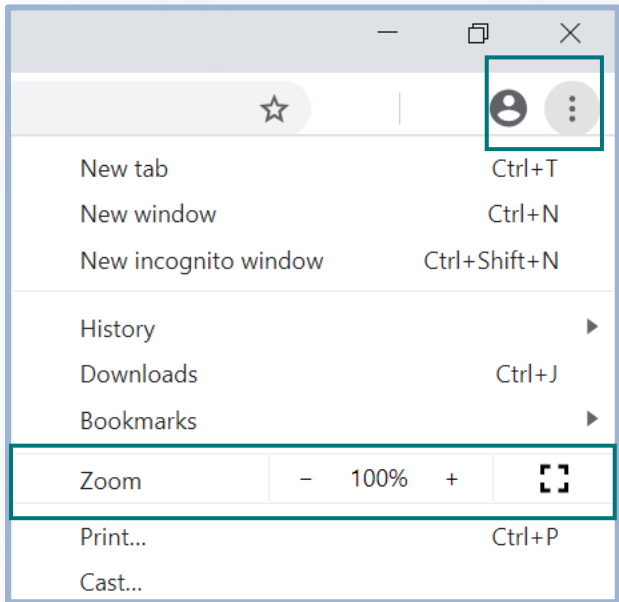
3/30/2021 10:49 AM

APPENDIX

System Setup

- **Compatible browser** – For the best user experience, please use  **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**
- **Emails** – Add the APHIS eFile email at no-reply.aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk

- **Zoom** –100%



Contact

If you require assistance with your **applications**, please contact:

Animal Care

(816) 737-4223

ac.dogimport.mailbox@usda.gov

If you require **technical assistance**, please contact:

Help Desk

help@usda.gov